



State of Tennessee
Department of State
Tennessee State Library and Archives
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Nashville, Tennessee 37243-0312

**TENNESSEE HOUSING DEVELOPMENT AGENCY
RECORDS
1974-1990**

RECORD GROUP 309

Processed by:

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Archival Technical Services

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MICROFILM ONLY

INTRODUCTION

The Tennessee Housing Development Agency was created by the General Assembly in 1973 to provide housing for Tennesseans with low or moderate incomes. The agency is authorized by the state to sell tax-exempt bonds to provide funds for mortgage loans at low interest rates.

The agency uses local lenders throughout the state to make affordable mortgages to first-time home buyers. The agency also administers rental housing programs and has funded homes for group homes mentally disabled adults, the second such agency in the country to offer this service. The agency also works with the Department of Veteran's Administration to finance specially adapted homes for disabled veterans.

This collection of records spans the period 1974-1990, consisting of approximately 11 cubic feet of materials.

SCOPE AND CONTENT

Record Group 309, Tennessee Housing Development Agency, consists of approximately 11 cubic feet of materials containing correspondence, division files, reports, subject files, and Underwriter's proposals relating to the operation of the agency for the period 1974-1990. The collection offers a good look into the primary function of the agency, which is to assist low to moderate income Tennessean's with their housing needs. The largest amount of materials in this collection consists of Executive Director's correspondence and subject files. The bulk of the collection covers the period 1979-1990 because there are very few records remaining for the early years of the agency from 1973- 1978.

When processing this collection, original order of the records was maintained as closely as possible. The records arrived in a very clear arrangement pattern to follow, so no real changes had to be made to the files in this collection. This collection is available on microfilm only, in accordance with Records Disposition Authorization S590 for these records.

EXECUTIVE DIRECTOR LISTING

Joe Torrence, 1974-January, 1976

Robert Powell Sangster, January, 1976 – May, 1978

Thomas Ledford, June, 1978 – February, 1979

E.V. King, April, 1979 – September, 1984

Thomas P. Lawrence, October, 1984 – December, 1990

SERIES

- I. Executive Director's Correspondence, Box 1 – 5
- II. Deputy Executive Director's Correspondence, Box 6
- III. Division Files, Box 7
- IV. Minutes, Box 8, Folder 1 - 10
- V. Printed Materials/Reports, Box 8, Folder 11 - 14
- VI. Subject Files, Box 9 - 11
- VII. Underwriter Proposals, Box 12 - 13

CONTAINER LIST

Series I

Executive Director's Correspondence

Microfilm Roll #1

Box 1

1. Correspondence, 1974-1976
2. Correspondence, 1977
3. Correspondence, January – June, 1978
4. Correspondence, July – December, 1978
5. Correspondence, January – March, 1979
6. Correspondence, April – June, 1979
7. Correspondence, Housing and Urban Development Audit, May – June, 1979
8. Correspondence, July – September, 1979
9. Correspondence, October – December, 1979

Box 2

1. Correspondence, January – March, 1980
2. Correspondence, April – June, 1980
3. Correspondence, July – December, 1980
4. Correspondence, January – June, 1981

Microfilm Roll #2

5. Correspondence, July – December, 1981
6. Correspondence, January – June, 1982
7. Correspondence, July – December, 1982
8. Correspondence, January – March, 1983
9. Correspondence, April – June, 1983

Box 3

1. Correspondence, July – September, 1983
2. Correspondence, October – December, 1983
3. Correspondence, January – March, 1984
4. Correspondence, April – June, 1984
5. Correspondence, July – September, 1984
6. Correspondence, October – December, 1984
7. Correspondence, January – March, 1985
8. Correspondence, April – June, 1985

Microfilm Roll #3

9. Correspondence, July – September, 1985
10. Correspondence, October – December, 1985
11. Correspondence, January – March, 1986
12. Correspondence, April – June, 1986
13. Correspondence, July – September, 1986
14. Correspondence, October – December, 1986

Box 4

1. Correspondence, January – March, 1987
2. Correspondence, April – June, 1987
3. Correspondence, July – September, 1987
4. Correspondence, October – December, 1987
5. Correspondence, January – March, 1988
6. Correspondence, April – June, 1988
7. Correspondence, July – September, 1988

Microfilm Roll #4

8. Correspondence, October – December, 1988
9. Correspondence, January – June, 1989
10. Correspondence, July – September, 1989
11. Correspondence, October – December, 1989

Box 5

1. Correspondence, January – March, 1990
2. Correspondence, April – June, 1990
3. Correspondence, July – September, 1990
4. Correspondence, October – December, 1990

Series II**Deputy Executive Director's Correspondence****Box 6**

1. Correspondence, 1979-1984

Series III**Division Files****Box 7**

1. Developmental Services Division, 1980-1981
2. Developmental Services Division, 1982
3. Developmental Services Division, 1983
4. Developmental Services Division, 1984

5. Finance Division, 1981-1984
6. Housing Management Division, 1981
7. Housing Management Division, 1982
8. Housing Management Division, 1983-1984
9. Housing Management Division, Section 8 Funds Banking Account, 1983

Microfilm Roll #5

10. Legal Division, 1981-1984
11. Mortgage Services Division, 1980-1984

Series IV

Minutes

Box 8

1. Board of Directors, 1975
2. Developmental Division Staff Meetings, 1975-1978
3. Mortgage Loan Committee, 1976-1982
4. Senior Staff Meetings, 1976-1979
5. Senior Staff Meetings, 1980
6. Senior Staff Meetings, 1981
7. Senior Staff Meetings, 1982
8. Single Family Mortgage Loan Committee, 1982
9. Technical Services Staff Meetings, 1975-1978
10. THDA-TAHRA Liaison Committee, 1979

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Box 8

11. Affirmative Action Report, January – June, 1977
12. Annual Report, THDA, 1977
13. Bond Issue, 1978 Series B, September 13, 1978
14. “Bricks & Morals”, May 18, 1979

Series VI

Subject Files

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1. Acquired Property Report, 1979-1980
2. All American Realty, Inc., Management Agent, 1979-1980
3. Affirmative Action Plan, 1979-1980
4. Allocation Plan, Elderly Section 8 in non-MSA Areas, 1979-1980

5. Allocation Plan, Section 8 Set-Aside, 1978-1979
6. Analysis of THDA Programs, Prescott, Ball & Turben, 1979
7. Appointments & Terms, THDA Board of Directors, 1980
8. Audit Findings, 1979-1980
9. Bell Construction, 1979-1980
10. Bond Counsel Contract, 1980-1983
11. Bond Manager Selection Procedure and Criteria, 1984
12. Bond Sale Procedures, 1979
13. Bonds, Twenty Year, 1976
14. Briefing Paper, Section 8 Existing Program, 1981
15. Budgets, THDA, 1981-1985
16. Calculations for Rental Housing Insurance, 1980
17. Chickasaw Section 8 Existing Program, 1980
18. Chronic Economic Distress Counties, 1982
19. Compensation Study, 1983
20. Competitive Bid Vs. Negotiated, 1976-1983
21. Condominium Financing, THDA Policy, 1980-1982
22. Construction Loan Program, 1975-1977
23. Contingency Fund/Reserve for Potential Loss, 1979
24. Contracts for 1981-1982, 1980
25. Cost Certification Guide, 1979
26. Cost Certification, Rental Housing, 1979
27. Counseling, Procedures and Criteria for referring HML Applicants, 1980
28. Delinquency and Foreclosure Report, 1982-1984
29. Development Proposal Selection and MLC Materials, 1979-1980
30. Disabled Veterans Program, 1980
31. Economic and Fiscal Benefits of THDA Financing, 1982
32. Equity Syndication, 1979
33. Fair Market Rent Concept
34. Fair Market Rents for New Construction, 1979
35. Federal National Mortgage Association Application, 1984
36. Federal National Mortgage Association Rental Housing Program, 1984
37. Financing Proposal, 1978-1980
38. Five Year Plan, 1982-1983
39. FMHA Guaranteed Loan Program, 1979
40. Foreclosure of Property Procedures for Single Family, 1981
41. Format for Reporting to Investors
42. GNMA Tax Exempt Bond Program for Section 8, 1979
43. Grand Divisions of Tennessee, Legal & Population Basis, 1980-1982

Microfilm Roll #6

44. Group Home Program, 1978-1979
45. Group Home Ranking, 1979

46. Homeownership Loan Program, 5% Increase Memo, 1978
47. Homeownership Loan Program Delivery System, 1974
48. Homeownership Loan Program Status Report, 1982-1984
49. Home 2 Status, 1979
50. Housing Block Grant Programs, 1981
51. Housing Management Division, Multi-Family Status Report, 1978-1979
52. Housing Needs in Tennessee, 1979, 1981
53. Housing Proposals, Small Cities, 1982-1983
54. HOW Limited Warranty Builders, July, 1979
55. HUD Cost Containment Policies and Goals, 1979
56. HUD, Interest Earnings to be Credited to Rental Housing Program, 1981
57. HUD Section 8, Briefing Paper on Financing, 1981

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1. Income/Sales Price Guidelines, 1978-1983
2. Innovative Programs & Funding Mechanisms Task Force Recommendations, 1982
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4. Investment Procedures for THDA, 1981
5. Justification for General Counsel & Staff Attorney, 1979
6. Legislation, 1977
7. Legislation, 1979
8. Legislation, 1984
9. LHA Participation in THDA Rental Housing Program, 1979
10. Local Bond Sales, 1983-1984
11. Local Participation in State Bond Issues
12. Management Information Systems, Contract, 1979
13. Map Showing THDA Programs
14. Master Note Agreement, 1976-1981
15. Meadowood Development, 1979-1980
16. Minority Contractors, THDA Rental Housing Program
17. MOD Rehab Program, 1983
18. Mod Rehab/Rental Demo Status Report, 1983-1984
19. Mortgage Loan Exception System Contract, 1979
20. Mortgage Prepayment Charts, 1981
21. Mortgage Subsidy Bond Act of 1980, 1980-1981
22. MR Closing Procedures, 1979
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24. Net Interest Cost Bond Issues, 1974-1982
25. New Homes Program, 1978-1979
26. New Homes Program, Inspection Reports, 1978-1979
27. New Homes Program, Penalties Status Report, 1979
28. New Homes Program Regulations

Box 11

1. Personnel Policy/Promotions, 1979-1980
2. Plan for Agency, 3 Year Plan, 1976-1982
3. Policy for Rental Housing Program, 1980
4. Policy Statements, THDA Board, 1979-1980
5. Procedures for Approval of Capital Expenditures & Improvements on THDA Financed Developments, 1979-1981
6. Procedures for Review of Homeownership Counseling Cases, 1980
7. Program Development Task Force, 1983
8. Property Insurance, Rental Housing Developments, 1979
9. Rating Agencies Reports, 1980 Series A, B & C, 1981 Series A, 1982 Series A, 1979-1982
10. Redemption of 1982 Series A Bonds, 1983
11. Rental Developments, Team/Sponsor Status
12. Rental Housing Loan Closings and Servicing, 1979-1980
13. Rental Housing Loan Program, Weekly Status Report, 1982-1983
14. Rental Housing Program, Program Feasibility Analysis, 1984

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15. Rental Rehab Program Demo, 1982-1984
16. Reorganization Bill, 1978
17. Results of Operations Report, 1979-1984
18. Rotation Plan for Securities Dealers, 1976-1980
19. Rules and Regulations, Check Points Outline
20. Rural Elderly Program, Preliminary Proposals, 1981
21. Section 8 Existing Program Monthly Report, 1982-1984
22. Section 8 Supplemental Contract Authority, 1977
23. Senate Finance, Ways & Means Hearings, 1980
24. Shelf Official Statement and Supplement Approach, 1984
25. Shortages of Bond Financing, Rental Housing Developments
26. Single Family Prepayment Program, 1980
27. Single Family Program, Task Team Report and Recommendation on Prepayment, 1979-1980
28. Single Family Program, Weekly Status Report, 1984
29. Site Selection Criteria, Congregate Housing for MR
30. State Housing Policy, Ad Hoc Housing Committee, 1982
31. THDA Membership Dues and Subscriptions, 1980
32. THDA Organizational Chart, 1979
33. Travel Reports, 1980-1981
34. Trustee/Paying Agent Agreement, 1980
35. UMIC Proposals, 1979
36. Work Unit Reports, 1982

Series VII
Underwriter Proposals

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1. Summary of Fees and Costs of Underwriters Proposals, 1984
2. Review of Managing Underwriters, 1984
3. Bear Stearns Proposal, 1984
4. Becker Paribas Proposal, 1984
5. Blythe Eastman Paine Webber Proposal, 1984
6. Chemical Bank Proposal, 1984
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8. Dean Witter Reynolds, Inc. Proposal, 1984
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Box 13

1. The Morgan Bank Proposal, 1984
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4. Salomon Brothers Inc. Proposal, 1984
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6. Smith Barney Harris Upham and Company Inc. Proposal, 1984